



The  
National  
Wallace  
Monument

## Stirling District Tourism – Subject Access Request Form

This form should be completed if you want us to supply you with a copy of any personal data we hold about you. You are currently entitled to receive this information under the EU General Data Protection Regulation (GDPR), effective 25<sup>th</sup> May 2018. We will also provide you with information about any processing of your personal data that is being carried out, the retention periods which apply to your personal data, and any rights to rectification, erasure, or restriction of processing that may exist.

We will endeavour to respond within 30 calendar days of either:

- The date of our receipt of your written request, or:
- The date of our receipt of any further information we may ask you to provide to enable us to comply with your request.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

Please complete Sections 1-6 if you are applying to access your own personal information. If you are giving permission to someone else to apply for access to your personal information on your behalf, all sections must be completed. Please print clearly in ballpoint pen.

### 1. Personal Details (of Data Subject)

Surname \_\_\_\_\_

Maiden name \_\_\_\_\_

Forename \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



In certain circumstances where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision.

While in most cases we will be happy to provide you with copies of the information you request, we nevertheless reserve the right, in accordance with Article 12 of the GDPR to charge a fee or refuse the request if it is considered to be “manifestly unfounded or excessive”. However we will make every effort to provide you with a satisfactory form of access or summary of information if suitable.

#### 4. Disclosure of CCTV Images

If the information you seek is in the form of digital images captured by our CCTV security cameras, would you be satisfied with viewing these images?

YES

NO

#### 5. Information about the Collection and Processing of Data

If you want information about any of the following, please tick the boxes:

Why we are processing your personal data

To whom your personal data are disclosed

The source of your personal data

#### 6. Authorisation of Data Subject

Signature \_\_\_\_\_

Date \_\_\_\_\_

I confirm that I have read and understood the terms of this Subject Access Request Form and certify that the information given in this application to Stirling District Tourism Ltd is true. I understand that it is necessary for Stirling District Tourism Ltd to confirm my identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

If the information is being requested on behalf of the data subject by a third party we also need to establish proof of their identity.

#### 7. Personal Details (of third party acting on behalf of the data subject)

Surname \_\_\_\_\_

Maiden Name \_\_\_\_\_

Forename \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

E-Mail \_\_\_\_\_

### 8. Proof of Identity (of third party acting on behalf of the data subject)

If you are acting on behalf of the data subject, you must enclose a copy of your identification and official documentation showing that you are authorised to apply on behalf of the data subject(s). This is to protect the identity of the data subject and ensure compliance with the EU General Data Protection Regulation (GDPR) 2018

Passport

Driver's Licence

Birth Certificate

Other \_\_\_\_\_

### 9. Authorisation of Data Subject for third party request (if possible)

Signature \_\_\_\_\_ Date \_\_\_\_\_

I confirm that I have read and understood the terms of this Subject Access form and certify that the information given in this application to Stirling District Tourism Ltd is true. I understand that it is necessary for Stirling District Tourism Ltd to confirm the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

### 10. Checklist

Proof of identity of data subject

Proof of authorisation (if applicable)

In line with the EU General Data Protection Regulation (GDPR) 2018, you will receive a response to your request within 30 calendar days of receipt of this form and the necessary identification.

Please return the completed form to:

Information Access Manager  
**Stirling District Tourism Limited**

Office 38  
Enterprise House  
Springkerse Business Park  
Stirling  
FK7 7UF  
Tel. (01786) 450059

Please note that it is an offence to impersonate an individual to obtain personal data under the EU General Data Protection Regulation (GDPR) 2018.

